



VACANCY

Fundraising and Partnerships Associate – Kenya

Asante Africa Foundation is a nonprofit organization that believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential. We partner with the government to create safe healthy learning environments, strengthen teacher quality and enhance learning, and provide scholarships and leadership training. We know that enriched minds collectively create better solutions to whatever challenges their communities face. Asante Africa is poised for multi-country growth and tremendous in-country impact and seeks a seasoned development professional to lead our fundraising strategy in Kenya. This position reports directly to the Country Director, Kenya and works closely with the Vice President Partnerships, Programs and Development Asante Africa Foundation and the Director of Strategic Partnerships & Communications, other donors, and volunteers. This position will be a contract position with a specific work plan and detailed deliverables.

Essential Duties and Responsibilities of the Fundraising and Partnerships Development Associate

- Supports **Fundraising and Partnership Development Team** and Country Director with grant writing, identifying, cultivating and following up with prospective partners, collaborators, and funders.
- Supports the team with fundraising campaigns and annual solicitations through coordinating email campaigns, invitations to events and email communications.
- Manages strategic partnership and engagement appointments for the Development team and the Country Director.
- Works to acquire new donors and manages a database of existing donors; keeps in regular contact with donors throughout the year.
- Maintains the accuracy and integrity of databases by ensuring that all information is kept current and up to date.
- Represents Asante Africa Foundation at partnership events and in donor cultivation meetings as appropriately communicated and agreed with the other team members
- Assists with the creation and finalization of guest lists for meetings and events.
- Mails flyers and other correspondence to potential donors, volunteers and guests in order to inform them of events and activities.
- Works with the marketing team to develop content and materials to be used for fundraising.
- Writes grant requests and proposals as necessary.
- Creates reports to analyze giving trends and fundraising activities.
- Works with the Country Director to develop a fundraising work plan which is used as the guide on the basis of delivery.

To apply, send CV or resume to humanresource@asanteafrica.org and copy infokenya@asanteafrica.org by 30th of August 2022 at 5:00pm.

N/B The title should be KENYA AAF FUNDRAISING AND PARTNERSHIPS DEVELOPMENT ASSOCIATE.

Quote your minimum salary expectations.

The applications will be reviewed on a rolling out basis and only shortlisted candidates will be contacted.